Overview of the LATT Transition Workbook

1. INTRODUCTION

There are many key roles and processes involved in the integration of large agencies' IT infrastructure by VITA. The Transition Workbook will provide a summary of transition information and the general requirements of Integration.

2. GENERAL INFORMATION

The Workbook includes a number of documents that provide an overview of VITA's mission and of the Large Agency Transition project. Among these is a copy of the legislation that created the agency, along with information on the priority Governor Warner has set for VITA's success. Other documents present information on the transitioning large agencies and contact information for key project resources.

Roles and responsibilities of the Onsite Service Level Director (SLD), Enterprise Service Director (ESD), and Agency Information Technology Resource (AITR) are documented. Each of these roles has unique and critical responsibilities in the transition process.

3. MILESTONES AND SCHEDULES

The Workbook provides a checklist of agency transition activities, defining key tasks and deliverables required throughout the transition period.   Also included is an outline of key project milestone dates.

An integral part of an agency's transition schedule is the VITA Onsite Workshop. VITA subject matter experts will conduct the daylong workshop, onsite at the agency, focusing on the major functional areas of the transition process.

4. PROJECT REQUIREMENTS

The following are highlights of the requirements for agency transition:

4.1 TRANSITION OVERVIEW – PHASE I: INTEGRATION

The Transition Overview document will serve as the agreement between each agency and VITA on how they will work together. A copy of the template for this key deliverable is included in the Workbook.

The majority of the text in the Transition Overview consists of standardized verbiage that outlines the basic roles and responsibilities for the Integration process. The 'Special Notations' section is provided for each transitioning agency to record issues that are specific to the agency. The final disposition of exclusions and special notations are handled on a case-by-case basis as agreed upon between the agency and VITA. Any conditions of Integration, which are to remain in effect after the transition date, should be noted here.

4.2 CUSTOMER SUPPORT SERVICES

The VITA Customer Care Center (VCCC), which operates under VITA's Customer Support Services (CSS), documents instructions along with the data elements required to set an agency up in their VCCC database. Primarily this consists of the identification of individuals who will fill specific roles for each agency.

4.3 FINANCE

The Finance Division of VITA has developed an online tool for the upload and maintenance of agency Asset Inventory data. In the Workbook, there are instructions on the use of this tool as well as data definitions for the required fields.

Among other documents included in the Finance section are invoice handling procedures, VITA's small purchase charge card policy and sample bills for reference.

4.4 HUMAN RESOURCES

The VITA Human Resources (HR) section includes instructions outlining the process used to confirm the mapping of transitioning personnel. In addition, a summary of the web-based onboarding process is provided.

4.5 SUPPLY CHAIN MANAGEMENT

Agency IT-related contracts and associated POs will be transitioned to VITA. Copies of these contracts and POs will also be needed. Data requirements and instructions for completing these tasks are included in the Workbook.

In addition to outlining the requirements for contract data to be submitted to VITA, the Supply Chain Management (SCM) section provides detailed ordering procedures. Other key documents outline the process and tools used for procuring IT-related goods through VITA.

4.6 TECHNICAL

The Technical Compliance Requirements are included in the Workbook. These technical requirements are necessary to comply with statewide policy and to fulfill basic requirements for VITA to manage an integrated network.

5. CONTACT INFORMATION

To aid in facilitation of your questions and to ensure timely communications, please direct any correspondence (e.g., questions, concerns, etc.) to contactus@vita.virginia.gov. VITA will review and respond to all emails in a timely manner.